

# **APPLICATION FOR FUNDING FISCAL YEAR 2015**

## **Carl D. Perkins Career and Technical Education Improvement Act of 2006**

Reserve Tech Prep Funds  
July 1, 2014 – June 30, 2015

Nevada Department of Education  
Office of Career, Technical, and Adult Education  
755 N. Roop Street, Suite 201  
Carson City, NV 89701  
(775) 687-7300

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## Table of Contents

<b>I. Overview .....</b>	<b>2</b>
A. Purpose of the Funds.....	2
B. Eligible Recipients .....	2
C. Program Requirements.....	2
D. Amount of Funding Available .....	2
<b>II. Application Directions .....</b>	<b>2</b>
A. Application Cover Page .....	3
B. Consortium Signature Page.....	3
C. Assurances .....	3
D. Certifications.....	3
E. Budget Summary and Budget Detail .....	3
F. Budget Narrative .....	3
G. Form A: General Application Narrative .....	3
H. Form B: Funding Purpose and Project Narrative.....	4
I. Form C: Demonstration of Collaboration .....	4
J. Form D: Description of Student Outcomes .....	4
K. Form E: Demonstration of Sustainability .....	4
L. Form F: Evaluation Methods .....	4
<b>III. Submitting the Application.....</b>	<b>4</b>
A. Application Package .....	5
B. Mailing Address.....	5
C. Application Deadline .....	5
C. Information .....	5
<b>IV. Review and Approval Procedures .....</b>	<b>5</b>
A. Application Review Procedures.....	5
B. Criteria for Application Review and Approval.....	5
C. Complaint and Appeal Procedures.....	5
<b>V. Appendices .....</b>	<b>7</b>
A. Cover Page	
B. Consortium Signature Page	
C. Assurances	
D. Certifications	
E. Budget Summary	
F. Budget Detail	
G. Budget Narrative	
H. Form A: General Application Narrative	
I. Form B: Funding Purpose and Project Narrative	
J. Form C: Demonstration of Collaboration	
K. Form D: Description of Student Outcomes	
L. Form E: Demonstration of Sustainability	
M. Form F: Evaluation Methods and Measures	
N. Criteria for Review of Application	

# REQUEST FOR APPLICATION FOR RESERVE FUNDS

## I. General Information and Requirements

### A. Purpose of the Funds

To ensure funding to community colleges for the operation of consortia for the purpose of articulating programs of study, and

To encourage strong, comprehensive links between secondary schools and community colleges, in a systematic manner that includes, at a minimum, sequenced career and technical, and academic courses across secondary/postsecondary levels.

### B. Eligible Recipients

Sub-grant awards for will be provided to the four community colleges to be used for consortia office operations. To ensure equitable representation of rural and urban programs, each consortium will be represented on a statewide Steering Committee for CTE Articulated Credit to oversee statewide activities.

### C. Program Requirements:

Each consortium must provide for the office operations to support and continue activities provided that such services and purchases are used to maintain, improve or develop the following:

- (1) Advisory Committee/Consortium
- (2) Articulation Agreements and Programs of Study
- (3) Rural Participation
- (4) Marketing and Recruitment

As part of the consortium planning activities, the college may acquire technical assistance from state or local entities that have shown success.

### D. Amount of Funding Available

The maximum amount of funds available for the operation of the four consortia offices is **\$500,000**. Allowable expenses include: staff salaries; travel expenses for recruitment and outreach, consortium meetings and professional development; marketing materials; other expenses to support the development of programs of study. Each agency may apply for funds needed to maintain the consortium office.

## II. Application Directions

These application guidelines must be followed by agencies applying for **Reserve funds**. Applications will be approved based on the clarity of the narrative describing the overall strategy, expected outcomes and description of proposed expenditures. Agencies will submit one

application describing how funds will be used to support the purposes described in these guidelines.

**Each application must include the following components provided in the following order:**

- (1) **Application Cover Page:** Use the required cover page as the first page of the application and include all requested information and signatures.
- (2) **Consortium Signature Page:** Representatives from the consortium (school district(s) and college) must sign this page.
- (3) **Assurances:** The applicant must sign the assurances page provided in the appendix.
- (4) **Certifications:** The applicant must sign the certifications pages provided in the appendix.
- (5) **Budget Summary and Budget Detail:** Complete and sign the budget summary and complete the budget detail. All proposed items of value and equipment must be itemized on the budget detail and include the proposed location(s). Out-of-state travel must be itemized (name of conference(s)) with the anticipated number of attendees.
- (6) **Budget Narrative:** Provide a budget narrative describing expenditures by budget category. For example, if funds are budgeted for supplies for a selected program, describe what the supplies are and how they will be used to develop or expand the program. **Staffing:** Describe the number of staff devoted to the project and their professional preparation. The sub-grant recipient must identify the full-time equivalency (FTE) of each position supported with funding. If a salary is paid partly from the grant and partly from another fund source, describe how the time allocated for cost objectives paid by state funds will be accounted for (i.e., personnel activity report or time log). Include a sample activity log if necessary.
- (7) **Form A: General Application Narrative (3 pages):** Describe in narrative form how the consortium will develop, improve, and expand articulated programs according to the program sequences in the 2014-15 CTE Course Catalog. Specifically, describe the following:
  - Support for state efforts to develop and implement statewide articulation agreements, including state level MOUs and other necessary agreements;
  - Alignment of postsecondary courses and course sequences to the secondary sequences in the 2014-15 CTE Course Catalog;
  - Development plan for new agreements aligned to standards and course sequences as outlined in the 2014-15 CTE State Course Catalog, including timelines;
  - Identification of postsecondary “exit points” for secondary CTE program completers; such “exit points” include those programs aligned to secondary education that provide certificates of achievement, industry certifications, or other postsecondary credentials;
  - Accountability improvements to better track students who enter college with articulated credit; and
  - Marketing and student outreach efforts.

- (8) **Form B: Funding Purpose and Project Narrative:** Each application must include a description of the proposed funding purpose(s) and supporting project(s) using the format provided in the appendix. More than one project may be submitted for a funding priority or project. Complete one Funding Purpose and Project Narrative for each primary project. The description must be thorough enough for the review committee to clearly understand what is being proposed and include the following: (1) Identify the funding purpose; (2) State the project name; (3) State proposed funding amount; (4) Complete a narrative (up to two pages) to include a clear description of the proposal; (5) List the objectives and proposed outcomes; (6) List a timeline for completion.

**Note:** The narrative section may be up to 2 pages in length. This page limit does not include the space needed for other portions, such as objectives and timelines.

- (9) **Form C: Demonstration of Collaboration (one page):** Describe how the applicant ensured proper collaboration in the local development and approval of this application. The description should include how teachers, administrators, and the local advisory committee(s), and others were involved in and committed to developing a quality application. The description must also include how the applicant collaborates with local and regional economic- and workforce-development agencies and organizations to support economic development priorities and initiatives.
- (10) **Form D: Description of Student Outcomes (one page):** Describe how the purpose and goals of the application are designed to support improved student outcomes. Such outcomes may be related to graduation and dropout rates; student engagement; student acquisition of knowledge and skills leading to industry or postsecondary credentials; student preparation for internships and/or the workforce, among other outcomes.
- (11) **Form E: Demonstration of Sustainability (one page):** Describe the agency's plan for continued sustainability of the proposed project and any CTE programs affected by this application.
- (12) **Form F: Evaluation Methods (one page):** Describe how the agency will evaluate and measure the success and outcomes of the objectives in this application. Include metrics and timeline for the completion of the evaluation.

### III. Submitting the Application

- (1) **Application Package**
- Submit **one** application with a complete set of original signatures and **two** additional copies. The application must be approved by the designated authority in the school district or charter school.
  - The application must be submitted in the order and format provided in these application guidelines. (1) Cover Page; (2) Consortium Signature Page; (3) Assurances; (4) Certifications; (4) Budget Summary; (6) Budget Detail; (7) Budget Narrative; (8) Provide the information in the following forms in the following order:

Form A (General Application Narrative); Form B (Funding Purpose and Project Narrative); Form C (Demonstration of Collaboration); Form D (Description of Student Outcomes); Form E (Demonstration of Sustainability); and Form F (Evaluation Methods).

- c. Items requiring signature are the **Application Cover Sheet, Assurances, Certifications and Budget Summary Form.**
- d. The application must be **single-sided, paginated, and stapled or clipped** in the upper left-hand corner. Pages must be **standard 8 1/2" x 11" paper**. The font and font size should be Times 12.

## **(2) Mailing Address**

Mail the original and copies to: Michael Raponi, Director  
Office of Career, Technical, and Adult Education  
Nevada Department of Education  
755 N. Roop Street, Suite 201  
Carson City, NV 89701

## **(3) Application Deadline**

The application must be received by **5:00 p.m. on May 9, 2014** to be eligible for funding.

## **(4) Information**

For additional information, contact the Office of Career, Technical, and Adult Education at the Nevada Department of Education at (775) 687-7300.

# **III. Review and Approval Procedures**

## **A. Application Review Procedures**

The Application for Funding will be reviewed by staff in the Nevada Department of Education to assure compliance with state and federal requirements, and to ensure that all required information is adequately addressed by the applicant.

## **B. Criteria for Application Review and Approval**

The review process will ensure that a common criteria is used that is based on the guidelines set forth in this Application for Funding. Furthermore, the Office of Career, Technical and Adult Education will provide each applicant with the criteria from which approval of the application will be determined. The criteria will be based on the requirements of the Act and the Nevada State Plan.

## **C. Complaint and Appeal Procedures**

In the event an agency is dissatisfied with any decision, such as requests for modifications or application, the eligible agency may submit a written complaint to the Office of Career, Technical and Adult Education. The complaint must be submitted within thirty (30) days of the date the agency received notification of the Department action. Upon receipt of the letter of

complaint, the director will review the complaint and will provide comment to the agency within thirty (30) days. The action taken by the director, which includes a review conducted by state staff, shall be deemed final. Such action will be transmitted to the agency in writing.

Upon receipt of written notification of the action of the Director of Career and Technical Education, an agency may decide to appeal the action to the State Superintendent of Public Instruction. A written request for an appeal hearing may be made in writing to the Superintendent within thirty (30) days of the agency's receipt of written notification of the action taken by the Director. An administrative hearing of the appeal will be conducted within ninety (90) days from the receipt of the written request. The agency will be notified of the date and time of the hearing thirty (30) days prior to the hearing date. A written record of the hearing and a written response describing the decisions and actions of the Superintendent will be provided to the agency. The written record and responses will be transmitted to the agency within fifteen (15) days after the hearing date.

Within twenty (20) calendar days following the receipt of the Department's written decision on the complaint/appeal, the agency may file a notice of the appeal with the Secretary of the United States Department of Education for final resolution. Such appeal shall be in writing and shall specify the particular points of disagreement with the decision as rendered by the Nevada Department of Education.

## **APPENDICES**

**The application contents must be submitted in the following order:**

- 1. Application Cover Page**
- 2. Consortium Signature Page**
- 3. Assurances**
- 4. Certifications**
- 5. Budget Summary**
- 6. Budget Detail**
- 7. Budget Narrative**
- 8. Form A: General Narrative**
- 9. Form B: Funding Purpose and Project Narrative**
- 10. Form C: Demonstration of Collaboration**
- 11. Form D: Description of Student Outcomes**
- 12. Form E: Demonstration of Sustainability**
- 13. Form F: Evaluation Methods**
- 14. Criteria for Review of Applications**



**CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006  
RESERVE TECH PREP**

**APPLICATION COVER SHEET**

**THIS APPLICATION IS SUBMITTED FOR PROGRAM YEAR  
JULY 1, 2014 THROUGH JUNE 30, 2015**

**Agency:** \_\_\_\_\_

**Application Director:** \_\_\_\_\_  
(Name, position and telephone number)  
\_\_\_\_\_  
(Email address)

**Fiscal Manager:** \_\_\_\_\_  
(Name, position and telephone number)  
\_\_\_\_\_  
(Email address)

**Monitoring  
Coordinator:** \_\_\_\_\_  
(Name, position and telephone number)  
\_\_\_\_\_  
(Email address)

**Evaluation  
Coordinator:** \_\_\_\_\_  
(Name, position and telephone number)  
\_\_\_\_\_  
(Email address)

**Accountability  
Reporting  
Coordinator:** \_\_\_\_\_  
(Name, position and telephone number)  
\_\_\_\_\_  
(Email address)

**\*Advisory Technical  
Skills Committee:** \_\_\_\_\_  
(Signature of committee chair) (Date)  
\_\_\_\_\_  
(Print name of chair, organization and title)

**Application  
Submitted By:** \_\_\_\_\_  
(Signature of authorized representative) (Date)  
\_\_\_\_\_  
(Print name organization and title)

*\* The review and endorsement by the Advisory Technical Skills Committee is recommended.*

**CARL D. PERKINS CAREER AND TECHNICAL EDUCATION  
IMPROVEMENT ACT OF 2006**

**RESERVE TECH PREP FUNDS**

**CONSORTIUM SIGNATURE PAGE**

**Agency:** \_\_\_\_\_

**Authorized** \_\_\_\_\_  
**Consortium Member:** (Signature and Title) (Print name)

**Agency:** \_\_\_\_\_

**Authorized** \_\_\_\_\_  
**Consortium Member:** (Signature and Title) (Print name)

**Agency:** \_\_\_\_\_

**Authorized** \_\_\_\_\_  
**Consortium Member:** (Signature and Title) (Print name)

**Agency:** \_\_\_\_\_

**Authorized** \_\_\_\_\_  
**Consortium Member:** (Signature and Title) (Print name)

**Agency:** \_\_\_\_\_

**Authorized** \_\_\_\_\_  
**Consortium Member:** (Signature and Title) (Print name)

**Agency:** \_\_\_\_\_

**Authorized** \_\_\_\_\_  
**Consortium Member:** (Signature and Title) (Print name)

**Agency:** \_\_\_\_\_

**Authorized** \_\_\_\_\_  
**Consortium Member:** (Signature and Title) (Print name)

\* Attach a list that includes the name, title, organization/business, address and phone number for each consortium member.

# ASSURANCES

## General

1. Programs, services and activities included in this application will be operated in accordance with the provisions of the Carl D. Perkins Career and Technical Education Improvement Act of 2006, as amended, and regulations pertaining thereto, the provisions of the Nevada State Five Year Plan for the Carl D. Perkins Act of 2006, effective July 1, 2008 to June 30, 2013, and any revisions approved thereafter, Department regulations, policies and procedures as promulgated by the State Board of Education/State Board for Career and Technical Education and its staff, including submission of such reports as may be required for effective administration of programs.
2. The local educational agency will assure that no funds received under this Act may be used to provide occupational education programs to students prior to the seventh grade, except that equipment and facilities purchased with funds under this Act may be used for such students.
3. The local educational agency will assure that no funds made available under this Act will be used to require any secondary school student to choose or pursue a specific career path or major.
4. The local educational agency will assure that no funds made available under this Act will be used to mandate that any individual participate in an occupational education program including an occupational education program that requires the attainment of a federally funded skill level, standard, or certificate of mastery.
5. The local educational agency will assure that all funds made available under this Act will be used in accordance with this Act.
6. The local educational agency will assure that all funds made available under this Act shall not be used to provide funding under the School-to-Work Opportunities Act of 1994 (20 U.S.C. 6101 et seq.) or to carry out, through programs funded under this Act, activities that were funded under the School-to-Work Opportunities Act of 1994, unless the programs funded under this Act serve only those participants eligible to participate in the programs under this Act.

## Grants Management and Accountability

7. The local educational agency will assure compliance with the requirements of Title I and the provisions of the transition plan, including the provisions of a financial audit of funds received under this title which may be included as part of an audit of other federal or local educational agency programs.
8. The local educational agency will assure that none of the funds expended under Title I will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity, the employees of the purchasing entity, or any affiliate of such an organization.
9. The local education agency will assure that maintenance of fiscal effort on either a per-student or aggregate expenditure basis is required.
10. Federal funds made available under the provisions of the Nevada State Five Year Plan will be used to supplement, and to the extent practicable, increase the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in PL 105-332, as amended, and in no case supplant such state or local funds.
11. The local education agency will assure that funds made available under this Act for career and technical education activities will supplement, and shall not supplant, non-federal funds expended to carry out occupational education activities and tech-prep activities.
12. Funds will be used as stipulated in the Nevada State Five Year Plan and supporting documents for expenditures will be maintained for audit. Funds will not be commingled with other state and local funds and will be accounted for in a manner which will prevent loss of their identity as funds supporting specific career and technical education goals.
13. Effective and separate accounting procedures of the recipient will be employed to assure that funds from federal sources will not be commingled with state or local funds, but will be separately identified as expenditures of federal funds.
14. Fiscal control and funds accounting procedures shall be established as deemed necessary to assure proper disbursement of and accounting for federal and state funds paid to a recipient for programs and projects.

15. The fiscal and statistical records are subject to and upon request will be made available for audit by the federal government and the State of Nevada to determine whether the recipient has properly accounted for funds expended for occupational education and services.
16. Records will be kept which fully disclose the amount and disposition of federal and state funds allocated, as well as the total expenditures of funds for occupational education programs and services supplied by funds from other sources.
17. The local education agency will assure that no funds provided under this Act shall be used for the purpose of directly providing incentives or inducements to an employer to relocate a business enterprise from one local educational agency to another local educational agency if such relocation will result in a reduction in the number of jobs available in the local educational agency where the business enterprise is located before such incentives or inducements are offered.

## Personnel

18. School district occupational instructors, counselors, supervisors, and other professional personnel involved in occupational education who participate in projects funded under P.L. 105-332 will be licensed in accordance with current Rules and Regulations established by the Commission on Professional Standards in Education.

## Data Management

19. All eligible recipients participating in federal and/or state funds available, will participate in, maintain, and utilize a performance accountability system in the reporting of all career and technical education programs in the Nevada Department of Education State Accountability Information Network (SAIN); provide data required for reporting the performance measures designated by the State's performance indicators; and assure that staff involved in the accountability system receive the training necessary to maintain a quality system.
20. All eligible recipients will provide sufficient information to the State to enable the State to comply with the requirements of allocating funds to area career and technical schools and intermediate educational agencies.

## Evaluation

21. Participating agencies will cooperate with and implement the performance indicators and levels of performance developed by the State Accountability Task Force and accepted by the Department of Education.
22. An assurance that the applicant will comply with reporting procedures required by the Nevada Department of Education, which will assess the progress of its career and technical education programs and will include a review of outcomes related to the approved performance indicators.
23. An assurance that the evaluation and review of programs will include the full participation of representatives of individuals who are members of special populations. This review shall be used to identify and adopt strategies to overcome any barriers which are resulting in lower rates of access to career and technical education programs or success in such programs for individuals who are members of special populations and to evaluate the progress of individuals who are members of special populations in career and technical education programs assisted under this Act.
24. An assurance that the eligible recipient will comply with the Department of Education's requirements for state monitoring.

## Local Program Improvement Plan

25. An assurance that if the applicant determines they are not making substantial progress in meeting the performance indicators approved by the State Board, the recipient of funds will develop a plan, in consultation with teachers, parents, and students concerned, for program improvement for the succeeding school year. The plan will describe how the recipient will identify and modify programs and will include a description of career and technical education and career development strategies designed to achieve progress to improve the effectiveness of the programs conducted with assistance under this Act, and will, if necessary, develop a description of strategies designed to improve supplementary services provided to individuals who are members of special populations.

## Coordination

26. An assurance that the requirements of this Act relating to individuals who are members of special populations will be carried out under the general supervision of individuals at the Department of Education who are responsible for students who are members of special populations and will meet education standards of the State Board. With respect to students with

handicaps, the supervision carried out shall be consistent with, and in conjunction with, supervision described under section 612(6) of the Individuals with Disabilities Education Act (IDEA).

27. The local educational agency will assure that funds made available under this Act may be used to pay for the costs of career and technical education services required in an individualized education plan developed pursuant to Section 614(d) of the Individuals with Disabilities Education Act and services necessary to the requirements of Section 504 of the Rehabilitation Act of 1973 with respect to ensuring equal access to career and technical education.
28. The local educational agency will assure that the portion of any student financial assistance received under this Act that is made available for attendance costs described in subsection [Section 324(b)] shall not be considered as income or resources in determining eligibility for assistance under any other program funded in whole or in part with federal funds.

### Special Needs--Equity--Civil Rights Provisions

29. Career and technical education programs/services covered by this application shall be in compliance with Title IX (Non-discrimination on the basis of sex) of the Education Amendments of 1972.
30. Career and technical education programs/services covered by this application shall be in compliance with Title VI and VII of the Civil Rights Act of 1964 as amended by the Equal Opportunity Act of 1972 and the Civil Rights Restoration Act of 1988, and the Methods of Administration for Civil Rights as required under 34 Code of Federal regulations regarding Part 100, Appendix B.
31. Program/services for disabled persons enrolled in career and technical education covered by this application shall be in compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504, of the Rehabilitation Act of 1973.
32. Career and technical education programs and activities for individuals with disabilities will be provided in the least restrictive environment in accordance with section 612(5)(B) of the IDEA and will, whenever appropriate, be included as a component of the individualized education program developed under section 614(a)(5) of the same Act.
33. Students with disabilities who have individualized education programs developed under section 614(a)(5) of the IDEA shall, with respect to occupational education programs, be afforded the rights and protections guaranteed such students under section 612, 614, and 615 of the same Act.
34. Students with disabilities who do not have individualized education programs developed under section 614(a)(5) of the IDEA or who are not eligible to have such programs shall, with respect to occupational education programs, be afforded the rights and protections guaranteed such students under section 504 of the Rehabilitation Act of 1973 and, for the purpose of this Act, such rights and protections shall include making occupational education programs readily accessible to eligible individuals with disabilities through the provision of services described in number 13, above.
35. To the extent that occupational education is available to all students within a school district or postsecondary institution, training and occupational education activities will be provided to men and women who desire to enter occupations that are not traditionally associated with their sex.
36. An assurance to assist students who are members of special populations to enter occupational education programs, and with respect to students with disabilities, assist in fulfilling the transitional service requirements of section 620 of the IDEA.
37. An assurance to assess the special needs of students participating in projects receiving assistance under the Basic Grant with respect to their successful completion of the career and technical education program in the most integrated setting possible.
38. Provide guidance, counseling, and career development activities conducted by professionally trained counselors and teachers who are associated with the provision of special services.
39. Provide counseling and instructional services designed to facilitate the transition from school to post-school employment and career opportunities.
40. An assurance that career and technical programs will be provided that: encourage students through counseling to pursue coherent sequences of the course; assist special population students to succeed through supportive services such as counseling, English-language instruction, child care, and special aids; and are of a size, scope, and quality as to bring about improvement in the quality of education offered by the school.

## Parent/Student Involvement and Appeal

41. An expedited appeals procedure is established by which parents, students, teachers, and area residents concerned will be able to directly participate in state and local decisions that influence the character of programs under this Act affecting their interests; and technical assistance will be designed and provided to ensure that such individuals are given access to the information needed to use these procedures and will be notified regarding the procedure regarding complaints/appeals upon request.

## State Requirements

42. The provision for advisory committees, tech prep committees, program articulation, rural participation, and career guidance and counseling, as described in the State Five Year Plan will be fully implemented, as required.
43. The agency implements the requirements for advisory committees according to NRS 388.385 and NAC 389.810.
44. The secondary education agency implements the requirements for career guidance and counseling according to NRS 389.180 and NAC 389.187.
45. The secondary education agency implements career and technical education programs of study according to NAC 389.800, 389.803, 389.805, 389.810, and 389.815.
46. The agency provides program articulation, rural participation, and academic integration according to the State Plan for Career and Technical Education.

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(Printed Name and Title of Authorized Representative)

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(Signature)

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(Date)

## **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

### **1. LOBBYING**

As required by Section 1352, Title 31 of the U. S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transaction, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### **3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notify the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U. S. Department of Education, 400 Maryland Avenue, S. W. (Room 33124, GSA Regional Office Building No. 3), Washington, D. C. 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)

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check [ ] if there are workplaces on file that are not identified here.

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As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

<b>NAME OF APPLICANT</b>	<b>PR/AWARD NUMBER AND/OR PROJECT NAME</b>
<b>PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</b>	
<b>SIGNATURE</b>	<b>DATE</b>

ED 80-0013, 6/90 (Replaces ED80-008, 12/89; ED Form GCS-008, (REV. 12/88); ED 80-0010, 5/90; and ED 80-0011, 5/90, which are obsolete)

#### **DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

b. If convicted of a criminal drug offense resulting from a violation occurring during the conducting of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U. S. Department of Education, 400 Maryland Avenue, S. W. (Room 3124, GSA Regional Office Building No. 3), Washington, D. C. 20202-4571. Notice shall include the identification number(s) of each affected grant.



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## CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS

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This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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### Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

<b>NAME OF APPLICANT</b>	<b>PR/AWARD NUMBER AND/OR PROJECT NAME</b>
<b>PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</b>	
<b>SIGNATURE</b>	<b>DATE</b>

ED 80-0014, 9/90 (Replaces GCS-009 (REV. 12/88), which is obsolete

## Budget/Expenditure Summary

Agency: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Check One:                      Budget \_\_\_\_\_ Amendment \_\_\_\_\_ Number \_\_\_\_\_

OBJECT	DESCRIPTION	INSTRUCTION COST	SUPPORT SERVICES	TOTAL
100	100 Salaries			
200	200 Benefits			
300	300 Purchased Professional Services			
400	400 Purchased Property Services			
500	510 Student Transportation Services			
	580 Staff Travel			
	Other (520, 530, 540, 550, 560, 570, 590)			
	<b>Total</b>			
600	610 General Supplies (exclude 612 in 610 total)			
	612 Non Information Technology Items of Higher Value*			
	640 Books and Periodicals			
	650 Supplies – Information Technology Related (exclude 651 and 652 in 650 total)			
	651 Software			
	652 Information Technology Items of Higher Value*			
	Other (620, 630)			
	<b>Total</b>			
800	810 Dues and Fees			
	890 Other Miscellaneous			
	<b>Total</b>			
<b>SUBTOTAL 100 – 600 &amp; 800</b>				\$
Approved Indirect Costs Rate:** _____ %				\$
700	730 Equipment			
<b>TOTAL</b>				\$

\* All items of value must be itemized in the budget detail

\*\* Indirect cost rates must be approved by the Department of Education before the sub-grantee may budget for and charge those costs to the grant.

\_\_\_\_\_  
Signature of Authorized Agency Representative

\_\_\_\_\_  
Date

**Department of Education Use Only**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Date Approved

### Budget Detail

Agency \_\_\_\_\_

Project Name \_\_\_\_\_

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>OBJECT CODE</b>	<b>TITLE OF POSITION/ PURPOSE OF ITEM</b>	<b>PROJECT TIME (FTE)</b>	<b>QUANTITY</b>	<b>SALARY, RENTAL OR UNIT COST</b>	<b>BUDGETED AMOUNT</b>

\*If additional space is needed, duplicate this page and number the additional pages. All items must be explained in specific terms. All items must be named and must be directly related and necessary to the operation of the program.

## Budget Narrative

Provide a description of proposed expenses by object code. Expand/create additional pages as needed.

<b>Object Code 100/200</b> Salaries & Benefits    Total: \$ _____
Description:
<b>Object Code 300</b> Purchased Professional Services    Total: \$ _____
Description:
<b>Object Code 500</b> Transportation Services, Staff Travel    Total: \$ _____
Description:
<b>Object Code 600</b> Supplies    Total: \$ _____
Description:
<b>Object Code 800</b> Dues and Fees/ Other Misc.    Total: \$ _____
Description:
<b>Object Code 700</b> Equipment    Total: \$ _____
Description:

## **Form A: General Application Narrative**

Describe in narrative form how the consortium will develop, improve, and expand articulated programs according to the program sequences in the 2014-15 CTE Course Catalog, with priority given to those program sequences fully developed with recently revised standards, curriculum frameworks, programs of study and end-of-program technical assessments in place. Specifically, describe the following:

- Support for state efforts to develop and implement statewide articulation agreements, including and state level MOUs and other necessary agreements;
- Alignment of postsecondary courses and course sequences to the secondary sequences in the 2014-15 CTE Course Catalog;
- Identification of postsecondary “exit points” for secondary CTE program completers; such “exit points” include those programs aligned to secondary education that provide certificates of achievement, industry certifications, or other postsecondary credentials;
- Accountability improvements to better track students who enter college with articulated credit; and
- Marketing and student outreach efforts.

**Limit the narrative of this section to three pages.**

## Form B: Funding Priority and Project Narrative

**Narrative Directions:** (1) Identify the funding priority(s) and program/service/project name; (2) Identify sites to be funded, if applicable; (3) Narrative (up to two pages) to include a clear description of activities and rational for each primary program/project, and include a description of outcomes; (4) Identify objectives and expected outcomes, (5) Timeline for project completion. (**Limit the project narrative section to two pages for each primary project.**)

*\* Duplicate as necessary and provide the information on this page for each program/service/project.*

<b>Funding Priority(s):</b>
<b>Program/Service/Project Name:</b>
<b>Selected Site(s):</b>
<b>Project Narrative:</b> Describe the primary activities and how the project will support the funding priority for developing and implementing programs of articulated credit for CTE. Limit this narrative section to <b>two pages</b> for each proposed program/service/project.
<b>Objectives and Expected Outcomes:</b>
<b>Timeline for Completion:</b>

## **Form C: Demonstration of Collaboration**

Describe how the applicant ensured proper collaboration in the local development and approval of this application. The description should include how teachers, administrators, and the local advisory committee(s), and others were involved in and committed to developing a quality application. The description must also include how the applicant collaborates with local and regional economic- and workforce-development agencies and organizations to support economic development priorities and initiatives.

**Limit the narrative of this section to one page.**

## **Form D: Description of Student Outcomes**

Describe how the purpose and goals of the application are designed to support improved student outcomes, related to graduation and dropout rates; student engagement; student acquisition of knowledge and skills leading to industry or postsecondary credentials; student preparation for internships and/or the workforce, among other outcomes.

**Limit the narrative of this section to one page.**



## **Form E: Demonstration of Sustainability**

Describe the agency's plan for continued sustainability of the proposed project supported by this application.

**Limit this section to one page.**

## **Form F: Evaluation Methods**

Describe how the agency will evaluate and measure the success and outcomes of the objectives in this application. Include metrics and a timeline by which evaluation will be completed.

**Limit this section to one page.**

**CARL D. PERKINS CAREER & TECHNICAL EDUCATION  
IMPROVEMENT ACT OF 2006  
RESEERVE TECH PREP**

**SAMPLE CRITERIA FOR REVIEW OF APPLICATIONS**

The following criteria will be considered in the review and rating of the application:

- ☐ All elements of the application are submitted in the order prescribed in the application
- ☐ The cover page is properly completed and signed
- ☐ The consortium signature page is completed and signed
- ☐ The assurances are signed
- ☐ The certifications are signed
- ☐ The budget summary is properly completed and signed
- ☐ The budget detail is completed and properly describes expenditures
- ☐ The budget narrative fully describes the proposed expenditures by object code
- ☐ Form A (General Application Narrative) – provides a detailed overview of the application purposes and requirements
- ☐ Form B (Funding Purpose and Project Narrative) - submitted for each proposed project that fully describes the project and funding, and includes a descriptive narrative, objectives and outcomes, and timeline for completion.
- ☐ Form C (Demonstration of Collaboration) - describes the local/regional collaboration used to develop the application
- ☐ Form D (Description of Student Outcomes) –describes how the purpose and goals of the application are designed to support improved student outcomes, especially as they relate to nontraditional training and employment. Such outcomes may be related to graduation and dropout rates; student engagement; student acquisition of knowledge and skills leading to industry or postsecondary credentials; student preparation for internships and/or the workforce, among other outcomes.
- ☐ Form E (Demonstration of Sustainability) –describes the agency’s plan for continued sustainability of the proposed project supported by this application.
- ☐ Form F (Evaluation Methods) - describes how the agency will evaluate and measure the success and outcomes of the objectives in this application.